

WEEK IN REVIEW

A publication of the City Manager's Office

Council Meeting

December 17 - Special City Council Meeting and Joint Meeting with WPS Agendas

Looking Ahead

Monday, December 16: Parks & Recreation Board meeting

Tuesday, December 17:
Economic Development Authority, Planning Commission meetings

Thursday, December 19:
Tourism Board, Board of Architectural Review meetings

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NEW - Social Services (12/12)



The City's 2020 informational calendar is coming this week to a 22601 mailbox near you.

City Manager's Takeaways

Participated in meeting with consultants performing rate study and organizational structure analysis of Frederick Winchester Service Authority.

The second of two rounds of the City's annual leaf collection process began. For more information, visit the [City's website](#).

Departments continue developing their FY2021 budget requests. Departments and Offices have been instructed to find efficiencies within their budgets and submit operating (excluding salaries and benefits) budget reduction proposals of at least ten (10) percent to help offset other increasing costs.



Public Safety

Winchester Police

- Attended Temporary Detention Order, Patrol Supervisor, Substance Abuse Coalition, and CITAC meetings.
- Held Crisis Negotiation, Neighbors by RING, Handle with Care, and Taser trainings.
- Instructed Field Officer Training.
- Attended Old Town's Holly Jolly event.
- Finalized accreditation property inventory.
- Attended monthly meeting with the Commonwealth's Attorney.
- Attended meeting with First Night Winchester.
- Organized sorting and delivery of donations from the Timbrook Food and Toy Drive.
- Completed 2 applicant psychological exams, reviewed recruitment best practices, and reviewed old applicant files.
- Completed first revised draft of General Orders policy 1-17.
- The Foundation was presented with checks by the Top of Virginia Regional Chamber and the Strength and Honor Motorcycle Club.
- Crime stats:
 - Crimes against persons (felony) - 4
 - Crimes against persons (misdemeanor) - 12
 - Burglaries (residential) - 1
 - Burglaries (commercial) - 0
 - Property crimes - 22

Winchester Fire and Rescue

- Administered Career Development advancement test (one firefighter advanced from Firefighter/EMT I to Firefighter/EMT II).
- Interviewed one candidate for the Resource and Logistics Specialist position.
- Attended First Night Winchester planning meeting.
- Participated in an update for National Registry of EMTs Evaluator for consolidated test sites.
- Met with the City's new Public Safety Mental Health Specialist.
- Attended teleconference on increasing door to scan time with WMC for Code Stroke patients.
- Attended a meeting with Emergency Management regarding radio communication at Winchester Medical Center.
- Met with staff on Community Risk Assessment.

Police Activity	#
Calls for Service	790
Crash Reports	15
DUI/DWI	3
Alarms/False Alarms	23/23
Directed Patrols	55
Directed Patrols (OTW)	7
Extra Patrols	125
Extra Patrols (OTW)	1
Traffic Citations	54
Traffic Warnings	52
BWC requests	-
Special Events Permits Received/ Approved	1/0 72 YTD

Fire Activity	Fire Activity
Fire	1
Overpressure	1
EMS/Rescue	75
Hazardous Cond.	1
Service Call	13
Mutual Aid Given	10
Good Intent	11
False Alarms	4
Special Incident	1
Plan Review	2
Reinspections	4
Inspections	12

- Continued background investigations for new firefighter candidates.
- Attended court for arson case.
- Met with Westminster Canterbury for assistance with a fire drill.
- Met with new Executive Director of Apple Blossom Festival to discuss Vendor and Food Truck Regulations.
- Placarded residential structure as Unsafe for Firefighter Entry on Charles Street after WPD found the building unsecured.
- Attended meeting with Shockey at Shenandoah University on fire department access concerns.

Emergency Management

- Programmed portable radios for the Police Department.
- Provided command bus training for Fire Department personnel.
- Attended webinar demonstration for the City's emergency alerting software.
- Met with the Fire Department regarding radio coverage at the Winchester Medical Center.
- Attended the First Night Winchester planning meeting with agency stakeholders.
- Conducted hazardous weather response coordination with City officials.
- Coordinated training with Virginia Department of Emergency Management for upcoming Incident Command System Classes.

Development Services

Planning

- Staffed the December 10 City Council meeting where the Conditional Use Permit (CUP) request for the O'Reilly Auto Parts store was approved based upon pitched roof elements on side elevations.
- Continued work on the Comprehensive Plan update including revisions to the update of Chapter 7 (Housing) and initial update of Chapter 6 (Mobility).
- Prepared updated information for the December 17 regular Planning Commission meeting. Three CUPs and the Telecommunications Zoning Text Amendment are scheduled for public hearing in December. Agenda
- Prepared and distributed agenda packet for the December 13 Board of Architectural Review meeting.
- Recorded final 2019 episode of Winchester 101 for the Rouss Review podcast. The topic highlighted the failed City/County consolidation effort and the subsequent annexation that took place 50 years ago.
- Planning Director and Planner I both volunteered to assist with the Preservation of Historic Winchester Holiday House Tour over the weekend which helps increase awareness of historic preservation and fund architectural studies.
- Met with engineers and surveyors working for private property owners and developers regarding private development projects.

Economic and Workforce Development

- Participated in Worlds of Work! planning meeting with Shenandoah University events staff.
- Sponsored and attended the Small Business Development Center seminar on Budgeting for Small Businesses.
- Conducted an Artisan Manufacturing in Downtowns lunch n' learn for small businesses and entrepreneurs.
- Attended the Chamber of Commerce Marketing and Branding committee meetings.
- Participated in a reverse job fair information session with regional workforce development partners.
- Participated in conference call on a recent Virginia Innovation Report.

Arts and Vitality & Old Town

- Assisted 2 event organizers with inquiries.
- Continued promotion of Holly Jolly and Holiday Market held on December 14.
- Assisted 15 locals, 8 tourists at the welcome center and additional 30 for the artist reception on December 6.
- Met with local partners to discuss a Memorandum of Understanding for public art installations.
- Attended and participated in the Old Town Winchester Business Association monthly meeting.
- Attended First Night Winchester planning meeting.

Winchester/Frederick County Tourism

- Held a Tourism Board Finance Committee meeting. Focus was on designing new worksheets and reporting tools for Board meetings and monthly/annual goals for the committee.
- Hosted a meeting with the Zenith Group to discuss new group and individual tour opportunities in the area.
- Held a phone call with the head Agritourism point of contact within the Virginia Cooperative Extension program to discuss the upcoming Agritourism Information Session. The event will be on Friday, February 28, and is designed to educate interested farmer owners/residents on what Agritourism is and how it may be able to financially help their farms.
- Submitted the final grant application for a \$50,000 Virginia Tourism marketing leverage grant, which is focused around the new ad campaign that is under development for FY20 and FY21. Grant award announcements are anticipated to come first quarter 2020.
- Submitted itineraries and profile sheet to Virginia Tourism in advance of the upcoming American Bus Association Marketplace conference in January.
- Finalized design of a double-page co-op wedding destination ad with the Winchester Wedding Weekend event that will be running in the January/February Virginia Living issue.
- Began design of a brand new local map to replace the outdated black and white tear-off maps that are incredibly popular at the Visitor Center and most local hotels. Map will feature updated points of interest, expanded detail, full color, and imagery.
- Attended the monthly Shenandoah Spirits Trail meeting. Focus of the meeting was the upcoming launch of the redesigned website and renewing several marketing contracts.
- Took part in a weekly update video call with BCF regarding progress so far on our ad campaign. Primary data collection from stakeholder interviews are mostly complete and immediate feedback was shared from those. An update presentation to the Tourism Board is being planned for the January meeting.

Zoning and Inspections

- Completed:
 - 85 building permit inspections and issued 40 building permits (\$792,413)
 - 184 code enforcement inspections and initiated 45 new cases
 - 6 new business reviews (4 Zoning Use Permits-general business, 2 Zoning Use Permit-home business)
- Removed 0 signs from the public right-of-way (YTD=379)
- Significant projects this week:
 - 1415 Amherst Street - secure entrance, ADA ramp, remodel (\$200,000)
 - 1415 Amherst Street - foundation for sign (\$180,000)
 - 1460 University Drive - Aspirational Village Building foundation (\$80,000)

Permit #	Type	Address	Description	Value
19 00004259	BLDG	616 S KENT ST	ASBESTOS ABATEMENT	\$2,047
19 00004251	CIFI	1460 UNIVERSITY DR	FOUNDATION ONLY	\$80,000
19 00003714	NR	103 N LOUDOUN ST	REROOF	\$7,000
19 00004288	PLBG	300 WESTMINSTER CANT DR	SHOWER CONVERSION APT. 435	\$1,000
19 00003966	SIGN	1870 AMHERST ST	NEW SIGNAGE	\$6,500
19 00004287	MECH	642 TREYS DR	REPLACE FURNACE	\$3,600
19 00003622	PLBG	505 507 N CAMERON ST	NEW FIXTURES	\$6,000
19 00004252	PLBG	15 PEYTON ST	REPLACE FIXTURES	\$500
19 00004260	BLDG	361 E PICCADILLY ST	INTERIOR REMODEL	\$20,000
19 00004283	BLDG	25 W PICCADILLY ST	ASBESTOS ABATEMENT	\$6,203
19 00004286	NR	141 N WASHINGTON ST	RE-ROOF LEARNING CENTER	\$35,059
19 00004252	BLDG	15 PEYTON ST	INTERIOR REMODEL - REPLACE DRY	\$8,000
19 00004282	MECH	361 PARKWAY ST	REPLACE HEAT PUMP/ INSTALL DUCT	\$9,000
19 00002339	NRRM	1415 AMHERST ST	SECURE ENT, ADA RAMP, REMODEL	\$200,000
19 00003620	BLDG	1415 AMHERST ST	FOUNDATION FOR SIGN	\$180,000
19 00004303	NR	740 N LOUDOUN ST	REROOF	\$4,500
19 00004306	NGAS	1701 HENRY AVE	REPLACE FURNACE	\$13,000
19 00003620	SIGN	1415 AMHERST ST	NEW MONUMENT SIGN	\$18,000
19 00004285	RREM	940 ALLEN DR	ADD BATHROOM IN BASEMENT	\$6,000
19 00004305	NGAS	446 HIGHLAND AVE	OIL TO GAS BOILER	\$500

Permit #	Type	Address	Description	Value
19 00004243	SIGN	2584 2606 VALLEY AVE	BLDG MOUNTED SIGN	\$8,200
19 00004143	PLBG	185 N LOUDOUN ST	CONNECT DRAIN & WATER LINES TO	\$1,500
19 00004311	NGAS	121 MORGAN ST	OIL TO GAS FURNACE	\$300
19 00004298	CHNG	2832 VALLEY AVE	GYM TO OFFICE	\$4,200
19 00004310	NGAS	117 MORGAN ST	OIL TO GAS FURNACE	\$300
19 00004308	PLBG	109 RICHARDS AVE	EXPANSION TANK	\$269
19 00004280	PLBG	1850 APPLE BLOSSOM DR	ADD PREP SINK	\$1,500
19 00004285	PLBG	940 ALLEN DR	REPLACE FIXTURES	\$2,200
19 00004309	PLBG	112 S CAMERON ST	EXPANSION TANK	\$410
19 00004307	NGAS	905 WAYNE DR	REPLACE FURNACE/ W. HEATER	\$15,000
19 00004290	NR	25 W PICCADILLY ST	REROOF	\$60,000
19 00004313	NGAS	1867 AMHERST ST	REPLACE FURNACES	\$14,000
19 00004265	NRRM	112 N LOUDOUN ST	INTERIOR REMODEL	\$40,925
19 00004313	MECH	1867 AMHERST ST	REPLACE AIR CONDS/ FURNACES	\$8,800
19 00004322	NGAS	795 JOHNSTON CT	REPLACE FURNACE	\$100
19 00004274	NGAS	325 W BOSCAWEN ST	REPLACE FURNACE	\$100
19 00002331	PLBG	12 16 S BRADDOCK ST	REPLACEMENT FIXTURES	\$5,000
19 00004305	MECH	446 HIGHLAND AVE	OIL TO GAS BOILER	\$1,200
19 00004278	SIGN	901 AMHERST ST	FREESTANDING SIGN	\$0
19 00004247	BLDG	109 ACADEMY LN	ROOFTOP SOLAR ARRAY	\$21,500
Total: 40				\$792,413

Parks & Recreation

- Attended Aquatics Resource Group Training.
- Hosted City Staff Employee Appreciation Holiday Luncheon at the Active Living Center.
- Hosted Santa's Headquarters in Old Town Winchester.
- Continued installation of new sand filter for indoor pool and outdoor pool repairs.
- Presented Shenandoah University athletic fields proposal to City Council.

Public Services

- Completed repaving War Memorial Drive in Jim Barnett Park.
- Completed pavement markings on Millwood Avenue between Pleasant Valley and Kent following the street repaving. Three new left turn lanes were added to improve safety and traffic flow: northbound at Greystone Terrace, southbound at Opequon Avenue, and northbound at the Goodwill store.
- Prepared the request for proposal to replace the automated access and payment systems in all four of the parking garages. Proposals will be due on January 30.
- Held the monthly meeting with Virginia Department of Transportation (VDOT) to review the status of all the City projects with VDOT funding.
- Met with the consultant that is completing the rate study and organizational analysis for the Frederick-Winchester Service Authority.

Utility Capital Improvement Projects (7/1/18-present)

Measure	Past Week	Project Totals
Water mains replaced (linear feet)	163	6,703
Water service lines replaced (number)	0	368
Water meters replaced (number)	111	2,954
Sanitary sewer mains replaced/lined (linear feet)	0	5,900
Sanitary sewer laterals replaced (number)	0	102
Sanitary manholes replaced (number)	1	41
Sidewalks replaced (linear feet)	253	34,256
Sidewalks repaired (linear feet)	0	123,835

Division	Activity	Past Week	2019 Year-to-Date Totals	Measurement
Streets	Streets repaved	0	12.93	Lane miles
	Potholes repaired	0	192	#
	Mowing	0	373.25	Acres
	Miles of streets swept	58.90	2,556.23	Miles
	Tons of leaves hauled	78	352.06	Tons
Trees	Dead/diseased trees removed	3	241	#
	Trees trimmed	5	580	#
	Stumps removed	2	240	#

Division	Activity	Past Week	2019 Year-to-Date Totals	Measurement
Traffic	Street signs Installed/replaced	0	392	#
	Pavement markings repainted (City)	0	11,210	Linear feet
	Pavement markings repainted (contractor)	0	626,730	Linear feet
Refuse & Recycling	Refuse collected	161.08	6,206.82	Tons
	Recycling collected	50.70	2,322.58	Tons
	Large item pickups	4	203	#
Transit	Total passengers	2,668	129,757	#
	Revenue miles pick up/drop off	3,877	184,220	Miles
	Revenue hours pick up/drop off	371.58	16,990.31	Hours
Utility billing	Payments processed	2,653	69,569	#
	New bills mailed out	0	68,302	#
	Water services turned off (non-payment)	16	515	#
Water treatment plant	Average daily water demand	5.70	6.19	Million gallons/day
	Peak daily water demand	6.44	7.74	
Wastewater treatment plant	Average daily flow treated	5.99	7.98	Million gallons/day
	Peak daily flow treated	6.53	20.04	
Water distribution and wastewater collection	Water main breaks repaired	2	25	#
	Water meters read	3,009	73,947	#
	Fire hydrants flushed	0	1,315	#
	Sewer mains cleaned	1,560	130,108	Linear feet
	After-hours call outs	3	336	#
Engineering	Site plans reviewed	8	136	#
	Floodplain permits issued	6	115	#
	Utility as-builts reviewed	0	10	#
	Right-of-way permits issued	19	242	#
	Land disturbance permits issued	0	13	#
	Stormwater facility inspections	3	200	#
	Erosion and sediment control inspections	28	1,944	#
	Erosion and sediment notices to comply	0	21	#
Facilities Maintenance	Work requests completed	29	1,020	#
	Special events assistance	1	46	#
	Maintenance of pedestrian mall	35	1,604	Staff hours
Equipment maintenance	Total repairs completed	71	3,755	#

Division	Activity	Past Week	2019 Year-to-Date Totals	Measurement
Winchester Parking Authority	Work requests completed	7	376	#
	Special events - assistance provided	1	15	#
	Vandalism or property damage issues	0	22	#
	New monthly rentals	2	249	#
	Monthly rental cancellations	6	159	#
	Total monthly leases in all autoparks	-4	1,136	#
	Available monthly spaces in all autoparks	+4	276	#
	Hourly parkers (all four garages)	2,792	142,572	#
	Park-Mobile transactions	696	35,484	#
	Meter violations	280	9,633	#

Support Services

Innovation & Information Services

- Generated number of vacant parcels with HR,HR1,B1,B2, CM and M1 zoning district for potential growth extrapolation for Public Works.
- Attended NG 911 Workshop presented by DATAMARK.
- Continued developing new tax parcel mapping application.
- Continued testing and publishing services to be used in Emergency Management's Emergency Operations Center Dashboard.
- Discussed with voter registrar support/consultation for state board of election network assessments.
- Assisted with Outlook client issues on workstation and iPhones at Timbrook Public Safety Center after email migrations.
- Started migrating production serves to the new storage array.
- Continued working with vendors on the upcoming installation of the upgraded Council Chambers AV and TV channel equipment.

Help Desk Requests	Count	Closed
Account Management	6	8
Applications	24	23
GIS	3	3
Hardware	17	20
Information Only	3	3
Infrastructure	3	3
No Action Required	8	8
Not Assigned	37	0
Procurement/Disposal	0	0
Reporting	0	0
Research	0	0
Total	101	68

Social Services

- Received 120 Benefit Program applications: 28 SNAP, 82 Medicaid, 3 TANF, 1 VIEW, 3 Child Care, 0 Auxiliary Grant, 1 General Relief-Burial, 2 Home Energy Assistance Program
- Provided case management to: 3,785 Medicaid cases, 1,524 SNAP cases, 62 TANF cases, 20 Auxiliary Grant cases, 21 individuals receive VIEW services, 56 families/98 children receive Child Care Subsidy Assistance.
- Provided case management to 3 Interstate Compact on the Placement of Children (ICPC) case.
- Administrative team attended an LFCC customer service training as part of ongoing efforts to continue to provide excellent customer service.
- All Family Services Specialists and Supervisors participated in a two-day training with Action for Child Protection, a national expert in child welfare safety and permanency practices.
- Benefits team members attended the Employment Services Program Conference and a Benefits roundtable session to learn and share best practices.
- Virginia Department of Social Services has introduced all local Social Services agencies with a default model for computer refresh (HP 1030 G4), which will be implemented on a rolling basis. This newer model is a tablet/laptop designed with speed, agility and mobility in order to support our employees' efficiency and effectiveness, particularly caseworkers as they frequently work in the field.

Weekly Activity	#
Clients walk-ins/drop-offs	134/113
Child Protective Service referrals	9
Placed "on notice" for foster care entry by JDRC	8
Children in/entered/exited foster care	56/1/0
Adoption subsidy cases/adoptions finalized	60/0
Child Protective Service (CPS) case management load	49
Benefit program fraud & overpayment referrals/investigations/recoupment claims	2/1/99
CPS family assessments & investigations of alleged maltreatment	105
Family Service intakes	10
Adult Protective Service referrals	1
Adult services case management load	10
Adult guardianships/cases	2/76
Adult Protective Service investigations/intakes	21/3
Family Services Prevention case management load	10
Uniform Assessment Instrument screenings	1

Communications

- Distributed the December 11 CitE-News issue. [View](#)
- Distributed the December/January ActivitE-News issue for Parks & Recreation. [View](#)
- Handled 2 media requests for City information and staff interviews; 1 interview and 3 inquiries for WPD.
- Worked on the Mayor's video annual report.
- Began Adobe After Effects online class to increase video production skills.
- Attended and photographed/videoed the check presentations to the Police Department Foundation from the Valor Awards and the Timbrook Food and Toy Drive sorting.
- Attended Neighbors by RING training with the WPD.
- Edited the design of the City's new online agenda management portal to be launched in January.
- Wrote, produced, recorded and edited this week's Rouss Review podcast. Topic: Child Protective Services, foster care and adoption with Winchester Department of Social Services staff. [Listen](#)
- Created the [2020 holiday schedule](#) for Refuse and Recycling division and added it to the website.
- Met with Fire and Rescue staff to discuss updates to the WFRD web pages.
- Attended webinar on marketing ideas for ParkMobile.
- Updated information and claimed listings for City facilities on Yelp.
- Continued updating City boards web pages for agenda management system transition period.
- Attended Council meetings.

311 Requests Received	#
FOIA	5
New Recycling Bin	4
Missed Trash/Recycling Collection	-
Trash on Property	-
City Tree Issue	-
Traffic Signal Issue	-
Dead Animal in Road	-
Ask a Question	-
Stormwater Drainage Issue	-
Pothole	-
Street Light Out	-
Tall Grass	-
Water/Sewer Service	-
Vehicle Untagged	1
Citibot	3
Total/YTD	13/542

Date	City Press Releases
12/9	Officers apprehend man at DUI checkpoint for his involvement in a Warren County... - read
	West Virginia man faces additional charges after assaulting two Winchester Police... - read
12/13	2020 informational calendars to be distributed next week - read

Date	Segments on WDVM
12/9	West Virginia man faces multiple charges after fighting officers during arrest - watch
Date	Articles in <i>The Winchester Star</i>
12/7	Winchester's 275th Anniversary: Second Winchester
	City accepting funding applications for downtown art projects
	State sentencing guidelines: Does the punishment fit the crime?
12/9	W. Va. man allegedly assaults cops during DUI stop
12/11	WPS board OKs measure seeing to pay members
	Division to examine student cellphone policy
12/12	Revised leave policies exclude firefighters
	Speakers want 2nd Amendment sanctuary
	Council receptive to SU's ballfields proposal
	U.S. Department of Education official visits John Kerr, Quarles elementary schools